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ABSTRACT

Two papers on library statistics describe national programs to collect such statistics in a Western European country and a developing country in Africa: "Establishment and Organisation of National Library Statistics: The Nigerian Experience," by J. A. Dosunmu; and "German Library Statistics," by Peter Gruber. Dosunmu's paper describes the objectives and activities of a task force established by the Nigerian Library Association to gather and compile statistics on libraries in Nigeria. A list of definitions and instructions and a questionnaire on library statistics prepared for UNESCO by the task force accompany the text. Gruber's paper describes the development and publication of German library statistics and outlines the types of statistics contained in the publications. A table listing the number of libraries in the Federal Republic of Germany according to size of holdings is included. (JL)

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IFLA Council 1981
Division: Management and Technology
Section: Statistics

GERMAN LIBRARY STATISTICS

by

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German Library Statistics

Following test prints in 1977 and 1979 the German Library Statistics appeared regularly for the last two years with the annual statistical report about the fulltime staffed public libraries as well as the university, state, regional and larger special libraries. Hereby a very important step was made in the direction of a central publication of statistics embracing all categories of libraries and based on uniform definitions, but the building-up phase is by no means at an end.

To the History of the development of the German Library Statistics

What were the reasons for establishing German Library Statistics, what developments have they undergone in the meantime and to what extent do they come up to the expectations placed in them by the different library sections and which extensions and improvements of the German Library Statistics are still to be achieved ?

Looking back to the end of the sixties, there were two important aspects responsible for the call for uniform library statistics for the Federal Republic of Germany incl. Berlin(West):

- The large number of different library statistics kept by the various institutions which were overlapping and were not based on the same definitions and numbers of units so that comparison was only possible to a limited extent.
- The passing of the UNESCO recommendations on the international standardization of library statistics.

In the Federal Republic of Germany including Berlin (West) the following statistics were seperately kept in the library field at that time, not taking into account the statistics of individual institutes and regions:

1. Betriebsstatistik (Operational Statistics)

These are voluminous and detailed statistics of the university, state and regional libraries as well as of chosen academic (municipal, government and special) libraries published by the Verein Deutscher Bibliothekare (Association of German Librarians).

2. Schnellstatistik (Current Statistics)

The chief aim of these statistics was currency. They were published by the Arbeitsstelle für Bibliothekswesen (Institute for Librarianship), at that time being financed by the Deutscher Bibliotheksverband (German Library Association), and became later one of the founding institutes of the Deutsches Bibliotheksinstitut (German Library Institute). The statistical report embraced basic data of the fulltime staffed public libraries as well as additional statistical information about the special types of public libraries (e.g. mobile libraries, music libraries) and also about the financial support of the Federal States for public libraries, about library schools etc.

3. Gesamtstatistik (Comprehensive Statistics)

These statistics, also published by the Arbeitsstelle für Bibliothekswesen, show basic statistical data as well as identification sizes (holdings of books per inhabitant, loans per inhabitant) listed according to Federal States, and inside these according to Government Counties.

4. Statistics of public clerical libraries

Similar to the comprehensive statistics the statistics of public clerical libraries, published by the Arbeitsgemeinschaft der kirchlichen Büchereiverbände Deutschlands (Working Group of Clerical Library Associations of Germany), contain basic statistical data and identification sizes divided according to Federal States and inside these according to Government Counties and even Districts, in each case referring to the clerical public libraries.

5. Library statistics in the statistics annual of German municipalities

The statistics annual of German municipalities is published by the Deutsche Städtetag (German Municipal Authorities). In the library field the statistical report contains basic data of the libraries on municipal level, divided according to the different types of libraries.

Besides this there exists a short table on the number of libraries in the Federal Republic of Germany including Berlin (West) in the Statistical Annual published by the Statistisches Bundesamt (Federal Office for Statistics).

These statistics may at the best have been suitable for their respective field of application, in most cases only for individual types of libraries, but due to the different ways of collection and the different definitions of the numbers of units a comparison was only possible to a limited extent.

This statistical survey on the librarianship of a country including all categories of libraries appeared to be desireable because of basic considerations, and it gained special weight due to the passing of the UNESCO Recommendations concerning the International Standardization of Library Statistics in 1970.

Library statistics for the Federal Republic of Germany incl. Berlin (West) were called for, which - besides having the advantage of being comparable - also no longer made it necessary for various different institutes to give out their own statistical reports, and compared to the traditional library statistics they offer a chance to follow more the current requirements in data collection and the lay-out of the tables.

To establish such statistics, the German Library Statistics as they were from then on to be called, and above all, to have them functioning satisfactory was a long way, the end of which has not yet been achieved, but it has come within reach.

First of all some preliminary work had to be done, agreements had to be reached such as

- collecting the addresses of the libraries existing in the Federal Republic of Germany including Berlin (West), which was an absolute must for the annual investigations
- setting down the questionnaires for the statistical reports under consideration of the typical characteristics for each sort of library
- setting down the numbers of units and
- arranging for an editing office for the German Library Statistics.

The addresses of the libraries were gained by sending out questionnaires to the libraries via the library associations and by looking through existing library directories, and by pooling them on machine readable data carriers. This work not only served as a preliminary measure for the planned dispatch of the statistical questionnaires but it also showed an evident result in the publishing of the German Library Directory in 1974.

The questionnaires were compiled in a joint effort with a group of experts consisting of representatives of different types of libraries and centres such as the Institutes for Librarianship and for Library Technology under observance of the UNESCO recommendations and existing statistics, and following their first distribution in 1975 they were modified in the following years in accordance with suggestions from the libraries taking part in the German Library Statistics.

The problem of defining precisely the number of units and further basic definitions led to the working out of a DIN Standard for Library Statistics, which to a great extent bases on the UNESCO recommendations and which - after extensive discussions of the various drafts - was finally passed in 1980.

All parties concerned were aware of the necessity to establish an editing office for the German Library Statistics. Originally it was intended to join this editing office to the Staatsbibliothek Preußischer Kulturbesitz (Library of State of the Prussian Cultural Foundation), but this failed because of lack of funds for staff. So it was due to the special efforts of individual librarians that the work on the German Library Statistics went on.

The situation improved in 1975 when the German Library Statistics were taken over by the Institute for Librarianship as a project, and so for the first time there was staff available that occupied itself fulltime with these statistics. However, the situation became only totally satisfactory when the editorial office was taken over by the Deutsches Bibliotheksinstitute (German Library Institute) founded in 1978, one of its tasks being the keeping of such statistics embracing all categories of libraries, and it being equipped with the staff and material means essential for this purpose.

To the concept of the German Library Statistics

Very informative in this respect is a survey about the number of libraries in the Federal Republic of Germany incl. Berlin(West) divided according to the size of the holdings and categories of libraries, as far as they can be perceived from the statements in the German Library Directory (see encl. 1). Taking a look at the different classes of holdings it can easily be gathered from this survey that there are a small number of libraries with large holdings and a large number of libraries with small holdings. About 300 libraries have holdings of more than 100.000 volumes and more than 13.500 libraries have holdings of less than 5.000 volumes. Taking a look at the different categories of libraries, it will be noticed that the total number of libraries are made up to 75 % of public libraries (including the public clerical libraries), whereas the academic libraries only account for 25%, of these alone 16 % are university institutional libraries and 8 % special libraries (in each case referring to the total amount).

Such a proportion of libraries according to size of holdings and categories of libraries also has

serious consequences for the concept of the German Library Statistics in respect of data collection as well as on the forms of publication and last not least concerning the organisatory management of the editing office of the German Library Statistics.

The efforts made for the collection of the data in the libraries should have a reasonable proportion to the evidential value of the data obtained. Large and therefore productive libraries provide numerous and particularly detailed data, small libraries only basic data. When collecting the data it must be remembered that some questions only concern some special types of libraries. Questions concerning the number of call slips handled apply only to libraries having stacks (book-stores), whereas questions concerning the use of games and magnetic tape cartridges refer more to the field of public libraries. Significally, the questionnaires have, therefore, been compiled in such a way that a basic questionnaire is distributed in each case together with various additional questionnaires to be filled in, as the case may be.

Accordingly, the statistical reports for large libraries have detailed individual statements, whereas for smaller libraries global surveys or special lists are prepared, which are only distributed to a small circle.

In this connection we must not forget an editorial aspect: An easily reviewable number of large libraries provides the data relatively fast and it can, therefore, be quickly pooled and published. The same does not apply to the data provided by the large number of smaller libraries, handling of which causes considerable work for the editorial office. Statistics for this group of libraries can, therefore, only be expected towards the middle of the year or later.

Publications

Greatest importance must also be attached to the concrete results of the statistics. The following are a few remarks about tables compiled and publications:

There appear annually:

1. DBS: Deutsche Bibliotheksstatistik, Teil A - öffentliche Bibliotheken
   (German Library Statistics, Part A - public libraries)
   In this volume statistical reports from 650 fulltime staffed public libraries are given at the present time. In cities having several public libraries belonging to a library system, only statements about the system are made.

Besides a general survey, there are tables of the holdings and the loans divided into materials, general use, financial requirements and staff.

Furthermore, information about the special forms of librarianship is furnished as it used to be done in the "current statistics".

The"current statistics" were replaced by these far more voluminous statistics beginning with the year of report 1980.

2. DBS: Deutsche Bibliotheksstatistik, Teil B - wissenschaftliche Bibliotheken (German Library Statistics, Part B - academic and research libraries)

These contain the statistical reports of more than 100 university, state, multi-regional and regional libraries as well as chosen special research libraries.

Besides furnishing a general survey, statistical data in 17 additional tables are provided about holdings, growth, expenditure, use, staff and the textbook collections. For the year of report 1981 these statistics replace the former "operating statistics". Compared to these the German Library Statistics goes into more details, and it also gives a survey on the use of the textbook collections.

Part A and B of the German Library Statistics are published in book-form. Besides these, there are also statistics published and distributed as computer lists or in machine readable form:
The Library Supervising Offices, for instance, receive two tables of statistical data for the public libraries cared for by them in their area (in each case about 100 - 200 libraries), and a survey about all public libraries (including the clerical libraries) in the respective Federal State.

The editorial office of the Deutsche Städtetag (German Municipal Authorities) receives the statistical data contained in Part A and B in machine readable form.

Furthermore, individual information - at the present time only to a small extent - is given on statistical enquiries, basing on the data at disposal.

It is planned for the next years to publish individual statistics for special libraries as well as most important comprehensive statistics in which figures of the librarianship in the Federal Republic of Germany incl. Berlin(West) are to be presented in a global form, indices and references to the values of the previous years being taken into account.

Articulating Users Interests

There is more to be done than the routine compiling of the different statistics, it is also necessary to keep in constant touch with the users of the statistics. For this purpose the editing office of the German Library Statistics is advised by the Commission on Statistics of the German Library Insitute and, on the other hand, the sections of the German Library Association.

The Commission on Statistics consists of experts from the different areas of librarianship and it advises the statistical editing office on all questions connected with the German Library Statistics.

The sections of the German Library Association, which are divided according to the different areas of librarianship, articulate to a greater extent the different demands made on library statistics according to their specific requirements, and they ensure in the first place that the resolutions passed are also put into pratice on a wide basis. This is very important because participation in the German Library Statistics is voluntary.

Perspective

As can be seen from the history of the development of the German Library Statistics it takes a considerable space of time to be in a position to run such comprehensive statistics to the satisfaction of all concerned. Yet, the process of development has not been completed. Discussions are still open concerning suitable statistic descriptions for university library systems and about extended data collection about services in the field of public libraries. Furthermore, as already mentioned above, it is intended to increase the spectrum of the publications.

Encl. 1: Number of libraries in the Federal Republic of Germany incl. Berlin (West) according to the size of holdings and categories of libraries (State 1.1.1980)

Source: German Library Directory

Holdings from ... up to under .... volumes	Total	National Libraries 1)	University Libraries			Regional Libraries	Special Libraries	Public Libraries	
			University Libraries 2)	Institutional Libraries	Colleges for professional training (Libr.)			financed by public funds	financed by others 3)
	19 206	3	52	3 094	176	25	1 603	6 164	8 089
under 1 000	4 032	-	-	292	-	-	27	1 420	2 293
1 000- 2 000	5 701	-	-	854	12	-	246	1 491	3 099
2 000- 3 000	1 927	-	-	182	2	-	37	577	1 129
3 000- 5 000	1 962	-	-	249	6	-	71	672	963
5 000- 10 000	2 561	-	-	770	45	-	452	829	465
10 000- 30 000	1 755	-	-	462	38	-	322	837	96
30 000- 100 000	964	-	1	245	45	4	350	278	41
100 000- 300 000	218	-	7	38	20	12	90	49	2
300 000- 1 000 000	55	-	25	1	6	8	8	7	-
1 000 000-	27	3	19	1	1	1	-	2	-
Central Libraries without holdings	4	-	-	-	1	-	-	2	1

1) Including central libraries

2) Central university libraries as well as some departmental libraries

3) Mainly clerical libraries

IFLA General Conference 1981
Division: Management and Technology
Section: Statistics

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ESTABLISHMENT AND ORGANISATION OF NATIONAL LIBRARY STATISTICS: THE NIGERIAN EXPERIENCE

By

J. A. DOSUNMU

Establishment and Organisation of National Library Statistics: The Nigerian Experience

Introduction

This brief presentation is a sequel to "Survey of Library Statistics in Nigeria: Paper presented at the 45th IFLA General Conference held in Manila, The Philippines, August 1980". The main thrust of the paper under reference was to list problems encountered at the National Library of Nigeria in the effort to collect library statistics on a nation-wide scale. These problems were described under the following three categories:

(a) Internal problems of the National Library of Nigeria in respect of recruitment and retention of the skilled manpower required for the operation.

(b) Poor response to questionnaires the causes of which were,
   (i) inadequate staff in responding libraries:
   (ii) inadequate or unsuitable data recorded in responding libraries
   (iii) communication (postal) problems.

(c) Wrong attitudes of responding libraries.

At the concluding stages the author indicated National Library of Nigeria's intention to continue its efforts at ensuring comprehensive and detailed collection of library statistics until an annual inflow of suitable data for the country is stabilised. In that regard the National Library would organise working seminars on zonal basis. Such seminars would be rounded up by a national conference. A bye-product of these working seminars would be a Task Force comprising dedicated Librarians representing the major groups of libraries in the country - school, academic, public, industrial and research.

Past experience calls for great care in the selection of people to serve on the National Task Force on Library Statistics. The group set up during the first national conference on library statistics in August 1973 fizzled out within a short span. The Annual General Meeting of the Nigerian Library Association held in Kano in December 1980 was used as a hunting ground for promising participants. This yielded a crop of five seasoned Librarians all of whom readily indicated willingness to serve on the Task Force. The basic criteria for selecting these approached were, in order of priority:

(i) Geographic location of the individual's library;

(ii) Status within the library - Deputy Librarian level was preferred for experience and some elbow room to attend meetings in distant places.

The next hurdle was to obtain release of the selected group from their various supervisors. Formal approaches were made through correspondence to the supervising libraians of the selected people and release was obtained in all cases except one.

The Task Force met in Lagos on 18th and 19th March, 1981 under the following terms of reference:

(a) The Task Force is to function in an advisory capacity to the Director, National Library of Nigeria;

(b) To examine the various proforma for collecting library statistics with a view to formulating acceptable form complying with the requirements of Unesco resolution of 1970 incorporating 1979 amendments.

(c) To suggest a strategy for obtaining accurate library statistics throughout the country;

(d) To advise on workshops at zonal levels aimed at the correct filling of the National Library questionnaire on library statistics;

(c) To make any other relevant recommendations.

After two days of deliberations under the above listed guidelines during which various questionnaires on library statistics were scrutinized against the Unesco questionnaire the Task Force forged a national format for collecting library statistics. The new national questionnaire was designed to facilitate completion of the Unesco questionnaire.

At the same meeting the Task Force considered ways of introducing the new questionnaire to libraries throughout the country. Of all the alternatives proposed, it finally agreed on a series of four workshops to be held in strategically located state capitals. Four such capitals were selected on the basis of their closeness to the centres of four geographic zones into which the country was divided for this purpose.

The objectives of the workshops were:

(a) To introduce participants in the workshops to Unesco recommendations on library statistics.

(b) To discuss with or teach participants how to generate and collect library statistics.

(c) To prepare them for filling the national questionnaire.

The first zonal workshop was held in Jos for the cluster of libraries in the North-Eastern quarter of the country on June 29, 1981. There were 31 participants distributed in the following geographical pattern:

Bauchi State	1
Benue State	1
Borno State	1
Gongola State	1
Plateau State	25
National Library	2
	31

16 16

This attendance was achieved after contacts had been made with 75 libraries in the five states on three different occasions, viz. April 6, April 21, and June 4, 1981 respectively. While it must be admitted that libraries in and around Jos, the capital of of Plateau State, outnumber those in any other state capital within the zone covered, the difference in state representation figures shown above cannot be attributed to that factor. The more acceptable reason is that a one-day workshop of this nature is not conducive to long journeys warranting hotel expenses for two nights. This is especially so as participants from the Plateau State travelled up to 100 kilometres for the workshop.

After a general session, participants formed smaller groups for detailed study of the national questionnaire as well as forms designed for bench mark records. The groups were:

Academic Libraries	School Libraries	Public Lioraries	Special Libraries	National Library
6	6	6	8	4

In this first zonal workshop some problems were identified and solutions recommended in respect of such problems. Samples of such problems and solutions are:

1. Problem

   Usually, fairly junior persons e.g. Library Assistants have been given responsibility for recording library statistics.

   Solution

   Close supervision of the Library Assistant by a Librarian.
   Monthly checks on statistics so compiled at the professional level.
   Library Assistants on this schedule should be rotated to ward off boredom.

2. Problem

The instructions accompanying the questionnaire state that items should be counted as individual units. This will be extremely difficult to follow in respect of microfiches.

Solution

Consideration should be given to linear quantities in respect of such items as microfiches and slides, e.g.

1 cm = 30 microfiches

The next zonal workshop will be held in Owerri, Imo State on the 25th and 26th of August 1981, for libraries in the South-Eastern zone. This is expected to be a much larger workshop if all goes well, but the pattern of activities will follow the procedures set in Jos. At the end of the day, the Task Force will meet again in Lagos far better equipped to serve as a National Advisory Committee to advise the National Library on the strategies to be adopted in the ultimate aim of the correct filling of the national questionnaire on library statistics thereby ensuring accurate and comprehensive data on Nigerian libraries for national and international consumption.

DEFINITIONS AND INSTRUCTIONS

1. ADMINISTRATIVE UNIT

Any independent Library or group of libraries under a single director or single administration.

2. SERVICE POINTS

Where Libraries provide service to their users directly. The points at which library vans stop are not counted as service point.

Note: Libraries are reckoned by number of administrative units and service points as follows:-

(a) An 'independent' library without any branch services will be counted as follows:

(i) Administrative Units: 1

(ii) Service Points: 1

(b) An independent library which provides a service for users in its own premises and in four other separate premises will be counted as follows:

(i) Administrative Units: 1

(ii) Service Points: 5

(c) A group of libraries under a single director or a single administration which comprises three libraries and which does not provide a service for users in separate premises, will be counted as follows:

(i) Administrative Units: 1

(ii) Service Points 3

(d) If the group of libraries mentioned in paragraph (c) above provides a service for users in its own premises and in four other separate premises, data should be entered as follows:

(i) Administrative Units 1

(ii) Service Points: 7

3. PHYSICAL FACILITIES

Net area of spaces assigned for library use, including reading areas, bookstacks and work area for staff.

4. COLLECTION:

All library materials provided by the library for its users as detailed in the questionnaire.

5. ANNUAL ADDITIONS

All materials added to the collection during the reporting year, whether by purchase, donation, exchange of materials or any other method .

6. SHELVING CAPACITY

Shelving capacity is measured by adding the number of single-faced bookstack sections in metres.

7. PERIODICALS

A. DEFINITION: Publications constituting one issue in a continuous series under the same title published at regular or irregular intervals over an indefinite period. Individual issue in the series being numberd consecutively annually or each issue being dated. Newspapers as well as publications a appearing annually or less frelquently are included in the definition.

B. CURRENT PERIODICALS: These refer to periodical titles usually unbound, acquired on standing order subscriptions or regularly through or exchange or legal deposit during the reporting year.

8. TITLE (Book) A term used to describe/name a printed item which forms a separare whole, whether unit of any printed or manuscript work contained in one or several volumes.

9. VOLUME (Book) A physical unit of any printed or manuscript work contained in one binding or portfolio.

10.a NON-BOOK MATERIALS: Audio-visual, library materials which require the use of special equipment to be viewed and/or heard. Th This includes materials such as microforms, phono-records, tapes, cassettes, motion pictures, slides, transparencies, video-recordings, etc.

b. OTHER NON-BOOK MATERIALS: All materials other than books, periodicals, manuscripts, microforms and audio-visuals. This includes materials such as maps, charts, art-prints, photographs, etc.

11. LIBRARY USER Any person utilizing the services of the Library.

12. REGISTERED BORROWER: Any person registered with a library in order to borrow the materials of the collection for use outside the library.

13. RECURRENT EXPENDITURE: Expenditure incurred in the day-to-day running of the library on an annual basis.

14. CAPITAL EXPENDITURE: Expenditure which results in acquisition of or addition to fixed assets, e.g. building sites, new buildings/extension, and equipment (including initial bookstock and furnishings for new and extended buildings).

15. INTER-LIBRARY LOANS: Loans of library materials made between one library and another not within the same administrative unit.

QUESTIONNAIRE ON LIBRARY STATISTICS FOR UNESCO

1. LIBRARY PROFILE

(a) Name of Library.....

(b) Address of Library.....

(c) Telephone No..... Telex No.....

(d) Year of Establishment.....

(e) Name of Librarian/Director.....

(f) Type of Library (Tick as appropriate)

National ☐ Academic ☐ Public ☐

Special ☐ Schoo ☐ Other ☐

(g) Classification scheme in use:

(h) Number of libraries (see definitions on attached sheet)

(i) Administrative Units .....

(ii) Branches .....

(iii) Total number os service points .....

(iv) Mobile libraries .....

(v) Total No. of scheduled stops .....

(i) Name of Governing Body/Library Authority.....

.....

(j) Source of funding (Tick as appropriate)

Public/Government ☐ Private ☐ Community ☐

2. LIBRARY BUDGET

(a) Capital

Buildings

Equipment

Others

Total _____

_____

(b) Recurrent

Salaries and Wages

Books and Related Materials

Repairs/Maintenance

Utilities

Staff Training

Loans and Advances

Miscelleneous

Grand Total (a) and (b) above _____

3. PHYSICAL FACILITIES

a. Net area of buildings assigned for library purposes (square metres) .....

b. Seating Capacity:

(i) Present number of seats available for library users .....

(ii) Ultimate seating capacity .....

c. Shelving Capacity:

(i) Present shelving capacity available (in linear metres) .....

(ii) Ultimate Shelving Capacity .....

4. POPULATION SERVED

(a) Academic/School Libraries only

(i) Total number of students .....

Total number of teaching staff .....

Total number of others (Specify) .....

(ii) Registered users .....

(b) National and Public Library only

(i) Population of State/Town/Village where the library is situated .....

(ii) Registered users: Adult_____Children_____

(c) Special Libraries only

(i) Population of Staff of the Ministry/Organisation .....

(ii) Registered Users .....

MATERIALS COLLECTION

	No. of Linear Metre Shelves Occupied		Number of Volumes		Number of Titles		Gifts and Exchanges	
	Total Collection To Date	Preceding Year's Additions	Total Collection To Date	Preceding Year's Additions	Total Collection To Date	Preceding Year's Additions	To Other Sources	From Other Sources
(i) Book Materials								
(i) Books								
(ii) Periodicals								
(Current Titles)								
(Bound Volumes)								
(iii) Nigerian Government Publications								
(iv) African Government Publications								
(v) Other Government Publications								
(vi) U.N. Documents								
(vii) Special Collection (specify)								
(viii) Theses								
(ix) Others (specify)								

6. (a) Reference and Information Services

	No. of Requests Received	Number Satisfied	No. of Requests Referred to Other Libraries
Enquiries (Related to Library Resources)			
Compilation of Bibliographies/Reading List			

(b) CIRCULATION SERVICES

	No. of Loans	No. of Consultations
BOOKS		
Periodicals (Current Titles)		
Title (Bound Volumes)		
Nigerian Government Publns.		
African Government Publications		
Other Government Publications		
U.N. Documents		
Special Collections (Specify)		
Theses		
Others (Specify)		
NON-BOOK MATERIALS		
Cassette-Tape		
Films		
Manuscripts		
Maps		
Microcards		
Microfiches		
Microfilms		
Phono-records		
Photographs and Drawings		
Slides and Transparencies		
Video Recordings		
Others (specify)		

(c) RESERVED COLLECTION

Loan period (e.g. 1 week, 2 weeks, 4 weeks)

No. of items borrowable per user.

6. (d) INTER-LIBRARY LOANS

	No. of Requests to Other Libraries	Number Satisfied	No. of Requests from Other Libraries
(i) Within Nigeria			
Books			
Photocopies			
Others (Specify)			
(ii) International			
Books			
Photocopies			
Others (Specify)			

7. LIBRARY SERVICES AND FACILITIES

Tick/Indicate Number as applicable:

Photocopiers -
Microform Readers -
Microform-Readers-Printer -
Projectors (films, slides) -
Bindery -
Printing Press -
Photographic Unit -
Computer Facility -
Others (specify)

Indicate use made of services and facilities by filling numbers,

Pages of photocopies produced (from photo-copiers/microform/microfiches readers-printers .....

Microforms produced .....

Volumes bound in the bindry .....